

DUNBAR PRIMARY SCHOOL PARENT COUNCIL

Minutes of Meeting Held On: Tuesday 3 March 2015 at 7-9pm at John Muir Campus

Tracy Gillespie (Co-Chair)
Lisa Lumby (Vice Chair)
Sarah Horsburgh (Vice Chair)
Margaret Brown (Treasurer)
Deborah Curtis
Tracy Drysdale
Suzanne Burgess
Fiona Houghton

Susan Brennan
Jaclyn Eeles
Helen Gillanders
Trudy King
Julie Adams
Joanne Robinson
Will Collin, Dunbar Community Council

Apologies:

Jacqui Preston
Dee Davison
Steph Gilmartin

Michael Veitch
Heather Kilfara
Jane Lockett

		<i>ACTION</i>
1.	APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING Tracy Gillespie (Chair) opened the meeting and thanked everyone for attending. The January minutes were agreed by Joanne and July.	
2.	HEADTEACHERS REPORT <ul style="list-style-type: none">Nursery Places Helen gave the following statement from ELC regarding the Nursery being full.<i>For some context, this is not unusual that we are unable to accommodate pupils in their first choice nursery in the final/Easter intake. The authorities obligation is to have enough nursery places (both in school nurseries and partnership nurseries) throughout East Lothian – however sometimes demand can outstrip supply in some areas. This can be more likely in the 10 or 11 weeks from Easter to Summer as nurseries will have filled up during the 3 previous nursery intakes.</i> <i>These children who have been unsuccessful for the Easter intake are pre-schoolers for Aug 15 and therefore higher priority for a place. We would expect all these unsuccessful 'Easter' intake to be offered a place for Aug 15.</i> <i>We have spaces available at Innerwick nursery (8 places) and East Linton nursery (3 spaces) as of today. The 1 remaining space at West Barns has been taken by a late second choice from an unsuccessful 1st choice Dunbar PS.</i> <i>There are also funded spaces available in the Partnership Nurseries in Dunbar – Cherrytrees (7 spaces) and Pumpkin Patch (11 spaces).</i> <i>So based on the above, there are enough nursery spaces available in the Dunbar area, although Dunbar PS has been 'short' by 12 spaces.</i> <i>The shortfall of 12 spaces at Dunbar PS was not predicted at the start of the school session in Aug 2014 - there have been spaces taking up throughout the year by people either moving into the area or deciding to move from partnership to LA nursery.</i>	

This is very difficult to predict as there are no catchment areas for nurseries and as such we cannot gather a developers contribution for nursery extensions as we have done at Dunbar PS for P1-7. Although, as has happened at Dunbar PS, nurseries are extended by the authority when required.

- **School Lunches:** Working very well – pupils easily accommodated in the dining hall and within the time available. Some days are more popular than others and some pupils/parents still happy to use option of packed lunches. New menu starts after Easter – lots of parent input on the choices.
- **Staffing:** Currently looking at staffing with Teachers and Nursery Nurses both going off and returning from maternity leave. Helen intends to write to the classes concerned before the start of the Easter holidays and to update P2c parents on the absence of Mrs Crooks.
- **Lates:** Attendance leaflet went out to all parents and carers across the Cluster as HT's were all concerned with increasing numbers of parents taking pupils out of school and pupils coming in late. The evidence shows that this absence from 95-70% drop in attendance significantly impacts on the progress a pupil will make in their school career. We are aware that sometimes parents are unaware that pupils are coming in late so we intend to write or make a call – depending on circumstances. Thanks to parents though as it has had a positive effect already – class reductions in lates was very noticeable in the last 3 weeks since we sent the information out.
- **PODS (Parents of Dunbar School):**
 - Successful first session.
 - Homework topic should now be on all class blogs.
 - We are in process of making DVD on cursive handwriting for our website to support parents and pupils at home.
 - P5d are going to trial 'Mathletics' for Helen to see if it could be rolled it out from P3-P7 next session.
 - Spoken to Aileen Dingwall and we will update the 'information to Nursery/P1 parents regarding lining up, shoes etc.
 - 'Squeebles' being used for pupils to practice times tables. It is our intention to try and create some on-line resources next session based around how we layout sums and the language we use when pupils are working on addition/subtraction/multiplication/division sums
- **Lost Property** – It was agreed that the school will deal with all lost property and if after a term it has not been claimed it will be put in for Rag Bag. Any money raised will be used to buy spare PE clothes and outdoor jackets
- **P7 Sweatshirts:** Jaclyn will discuss various options/costings of leaver's hoodie or t-shirt with year group.
- **Children's University:** It was agreed to invite Callum Maguire to the next meeting (looking at starting with P6-P7 initially).
- **1+2 Languages:** Scottish Government initiative in place from Aug 2015.

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	<p>Helen is delighted that 10 members of staff have indicated that they are willing to give up their Easter/Oct or some of the Summer holidays next year to go to intensive French courses provided by ERASMUS. Brigitta Murray and Helen have completed a bid and hope this will be successful. Other staff, (Helen included) have signed up for an ELC intensive course next term!</p> <ul style="list-style-type: none"> ● P6 Pupil Survey: This will be putt up on school website – teachers will be talking to the pupils about the results – also possibly use as part of their maths on percentages. ● INCAS: The P3 pupils are currently doing online tests and P2, P4 and P6 will also do these within next 6 weeks. This is very useful in breaking down aspects that they are finding tricky or making really good progress with. Teachers will then use at Parents Nights and in reports. Also passed onto next teacher so they start with a great picture of where pupils are in numeracy and literacy. ● Helen will get in touch with Tempest photography to discuss a class photo for each class every year. ● Wish List: Helen provided a list – see below under finances. 	HG
3.	<p>TAPESTRY BOOK (Will Collin)</p> <ul style="list-style-type: none"> ● The tapestry is still on show at Dunbar Town House (Saturday and Sunday from 2.00 to 4.00pm) ● A children’s book will be created and published with each page displaying a tapestry with a description about the life of John Muir. This would be sold at the school (suggested class sets for the Cluster) and around Dunbar at a cost of £4.99. Will said he would write text for book (it would be nice to have input from pupils involved in each tapestry also). It was agreed for an initial print run of 2,000 with 1,000 going to school to sell. ● The DPS tapestry made quite an impression on those who saw it at the John Muir Festival in April 2014. The panels were too good to simply disappear and their preservation was proposed. The suggestion was also made that a book should be produced which would make the stunning artwork more widely available. The driving force behind the original project, Eden Blair, arranged for former DPS & DGS pupil Rob McDougall, now a professional photographer, to photograph the panels. <p>At its AGM in January, Friends of John Muir’s Birthplace (‘Friends’) agreed to make funding available to allow the production of a book to proceed. This has been discussed with Mrs Pam Clark and Eden, and Emma Westwater of Source Design, now living in Dunbar, was asked to price the publication of a book.</p>	

	<p>1. Cost</p> <p>Design To design a 76 page booklet £1,280 (Cover & set up @ £200, 36 image pages @ £10, 36 text pages @ £20)</p> <p>Printing To print 1,500 copies £2,981</p> <p>210mm book printed in full colour throughout. 4-page cover on 300gsm silk with a gloss laminate to the outside. 72 pages of text on 170gsm silk. book 'perfect bound'.) £4,261</p> <p>NB (Each additional 500 copies at time of printing £414 !!!)</p> <p>2. Sponsorship</p> <p>Friends will underwrite the book's production, i.e. there is no financial cost to the school. Sponsorship will be used (a) to allow a bigger print run and/or (b) to reduce Friends' outlay. Sponsors will be acknowledged in the book. The John Muir Birthplace Trust has pledged £500. Approaches to Dunbar Community Council and Dunbar Rotary Club are planned.</p> <p>3. Sales</p> <p>Through DPS e.g. parents nights, other school events, pre-Christmas. Suggested c.1,000 copies given to DPS/Parents Council. All income retained.</p> <p>Other suggestions: a class set to other EL primary schools? ELC to sponsor at £500 per 500?</p> <p>On sale at Birthplace, Town House, elsewhere? (long term)</p>	
<p>4.</p> <p>(a)</p> <p>(b)</p> <p>(c)</p>	<p>FUNDRAISING & EVENTS</p> <p>Finance Update: There will be feedback from Margaret next month when she has access to account. There is currently between £6,500 and £7,000 in the account (£2,000 to £3,000 to be kept as a float).</p> <p>Wish Lists: The following options were discussed: Table Tennis Tables (subsidise £1,000 of the £4,000 total), 10 picnic Tables (subsidise £1,200 of the £2,400 total), Athletics (£2,000 all subsidised), Outdoor Canapy (subsidise £2,000 of £4,000 total), playground games (£1,000), 8 digital cameras (£500).</p> <p>Readathon: Helen spoke to classes to encourage pupils to be involved. £6,400 has been raised already. There will be draws next week and prizes given out on Tuesday 17th and Friday 20th March. Mel and Eden doing a wonderful job. Funds raised to be spent on: English and French Books, listening stations, revamp John Muir Library (reupholster chairs, new kinderboxes, storage cabinet).</p> <p>School Fair: This is in a different format this year but will continue with classes having stalls. The Rotary will do the BBQ and caterers coming on site to provide food (pizza, ice cream) who will give a donation to the school and reduce reliance on helpers (always scarce). There may be a climbing wall that the traders will fund and are looking ideas to keep more people on site for longer. Also looking at car boot sale/table top sale. Looking at treasure hunt, Bake Off. Helen will check if school is doing shopping bags.</p> <p>Ceilidh: Looking at this being on towards the end of the school year (Tracy to check availability of band with Jenny MacDonald).</p>	<p><i>MB</i></p> <p><i>HG.</i></p> <p><i>TG</i></p>

	<p>Ladies Night: The new format is 'Viva Las Vegas'. Hallhill has been booked and Tracy has sourced a DJ that is part disco and part Rat Pack. There will be American themed food. Please let Tracy know if you are able to assist.</p>	
5.	<p>ANY OTHER BUSINESS</p> <p>(a) Communications: Now the group is in place Tracy will organise a group meeting.</p> <p>(b) Parent Council Website: The website is running well and PC posts link in with DPS website. Tracy, Lisa and Eden to be added as administrators and Dave Gilmour will send link and set up. There is a request issue for a member of the Parent Council to take over from Suzanne from May/June.</p> <p>(c) P2/3 Playground: Helen to check if P2/3 class is allowed in both playgrounds.</p> <p>(d) Bumped Head Notes: All pupils who have had a bumped head get issued with a note to take home. Helen will look into procedure as query raised regarding parent not realising note was in child's school bag.</p> <p>(e) Solar Eclipse: 20 March 2015 – Information passed to pupils regarding eclipse.</p> <p>(f) Scifest: This has been advertised as linked to the Parent Council as cannot obtain charitable status – has no implications other than insurance.</p>	<p>TG</p> <p>HG</p> <p>HG</p> <p>HG</p>
6.	<p>DATES OF NEXT MEETING (7-9pm)</p> <p>The next meeting will be held at John Muir Campus on: Monday 20 April 2015 at 7.00pm.</p>	

Signature of Chair: Date: